



CITY OF LONG BEACH

DEPARTMENT OF HEALTH AND HUMAN SERVICES

2525

GRAND AVENUE • LONG BEACH, CALIFORNIA 90815 •

(562) 570-4003

EMPLOYMENT OPPORTUNITY Multi-Service Center Outreach Worker I - Unclassified

The Human/Social Service Bureau is accepting applications for a full time Outreach Worker I position to coordinate intake reception activities at the Multi-Service Center for the Homeless.

Salary Range: \$9.842- \$13.264 hourly

Qualifications:

- Desire to facilitate service delivery for homeless and at risk clients
- Ability to be flexible, patient and handle multiple tasks
- High School Diploma or equivalent and two years experience working in human/social service field
- Bi-lingual Spanish preferred

Duties:

- Conduct intake screenings w/ homeless clients to determine service referrals needs;
- Track referrals and maintain intake reception coordination for program participants;
- Answer multi-line phone system help-line and provide information and referrals;
- Take messages and/or route telephone calls;
- Provides oversight of laundry, showers and mail services;
- Maintains appropriate customer service delivery;
- Completes intake forms and required documentation;
- Develops resource materials;
- Attends community events and fairs;
- May provide translation assistance to non-English speaking clients;
- Other duties as assigned

Mail, fax or email resume with cover letter to:

Susan Price, Homeless Services Coordinator
City of Long Beach Department of Health and Human Services
Administration, Room 280
2525 Grand Avenue
Long Beach, CA 90815
Email: Susan_Price@longbeach.gov

Deadline for Applications – Open until filled

The City of Long Beach is an Equal Opportunity Employer. This information is available in alternate format by request to the Payroll/Personnel Office at (562) 570-4009.